



**The Texas International  
Registration Plan**

**Anytime.  
Anywhere.**

The online *fast lane* to your  
apportioned account.

*A service of the*



***Texas Department of Transportation***

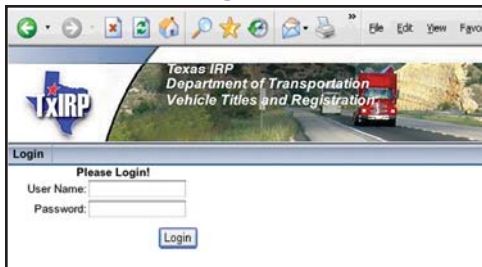
## **The online *fast lane* to your apportioned account.**

The Texas International Registration Plan (TxIRP) allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the internet. Best of all, TxIRP is easy to use.

### **To use the TxIRP online *fast lane*, you will need:**

- ✓ Internet access.
- ✓ A computer with Microsoft Internet Explorer 5.x or higher.
- ✓ Adobe Reader to see billing statements and cab cards.
- ✓ A TxDOT-issued User Name, Password and Access Code. To get these, call your TxDOT regional office or headquarters at 512-374-5250.
- ✓ A laser printer, if you want to print cab cards.

# Getting Started



The screenshot shows a web browser window with the Texas IRP login page. The browser's address bar is empty, and the menu bar shows 'File', 'Edit', 'View', and 'Favor'. The page header features the Texas IRP logo on the left and a banner image of a red truck on a road. The banner text reads: 'Texas IRP Department of Transportation Vehicle Titles and Registration'. Below the banner is a 'Login' tab. The main content area has the heading 'Please Login!' followed by two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field.

## Accessing Your Account in TxIRP

1. Launch your Internet browser (Internet Explorer 5.x or higher).
2. Type <https://irp.dot.state.tx.us> in the address bar of your browser.
3. Enter your assigned User Name
4. Enter your assigned Password
5. Click the **Login** button.
6. The "Terms and Conditions of Use" page appears. Click the **Accept Terms of Use** button.

**Using TxIRP**  
**The TxIRP Screen Header**

**Actions** change depending on what you're doing. Place your mouse over **Actions** to see a list of options such as **Calculate Fees**, **Delete Application**, or **Make a Payment**.

To search for a vehicle, enter search criteria in **Find**, select from 'plate', 'VIN', 'doc#', or 'unit#' from **As** and click **Go**.

**Logout** **Actions** **Reports** **IRP** **Home** **Help**

**2006 Fleet 1 Original**

To complete this application, work on each step below, finishing with **Step 3**. Enter you submit your application, it via email as to how to proceed:

Click **logout** to end your TxIRP session.

**Settings Are Correct:** [Edit](#)

**Physical** **Mailing**

**Fleet type:** Apportioned-Private

Your IRP Account information.

Your Fleet number and Supplement indicator.

Click the **IRP** button to access fleet information, history and current status of your account.

Click **Home** to get to your home page.

Click **Help** for tips on entering information.

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5. Enter your Access Code  (this code is provided by TxDOT).
6. Click the **Save** button.
7. The “Working on IRP...” page is displayed.

**Note:** When you login to TxIRP again, you will go directly to your Home page. To file a renewal, click the [Work on IRP](#) link.

## Filing a Renewal

On the “Working on IRP...” page, when it’s time to file a renewal, the [Start a Renewal](#) link will be present. Click the [Start a Renewal](#) link. The “Fleet Renewal” page will be displayed.

You will see a list of steps you need to complete to process your renewal. Follow these steps:

### STEP 1: Validate Fleet Settings Are Correct

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1. Click the [Edit](#) link next to the Fleet Settings heading. The “Editing Contact, Location, and Address Settings...” page appears. Proceed as follows:
2. Enter any changes in the text boxes, , note required fields prefaced by the ‘\*’.
3. Click the [Update](#) button and return to the “Fleet Renewal” page.

### STEP 2: Enter Jurisdiction Mileage

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1. Click the [Edit](#) link next to Jurisdictions Mileage heading. The “Editing Jurisdictions...” page appears. Proceed as follows:
2. Enter Total Miles in text box.

3. Your previous year jurisdictions will be checked ☒ and all mileages are set to zero.
4. Add or remove jurisdictions by clicking the jurisdiction check box ☒. Enter the mileage amount for each jurisdiction in the mileage text boxes.
5. Click the  button and you will return to the "Fleet Renewal" page.

### STEP 3: Validate Weight Groups are Correct

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See the weight groups listed under the Weight Groups heading. If you need to add weight groups, click the [Add Group](#) link. The "Adding a New Group..." page appears.

Proceed as follows:

1. Select the Group Type from the pull down box.
2. Select the CGVW (gross weight), if applicable, from the pull down  box.
3. Type in the Group Description (ex. TT-80k) in the text box.
4. Click the  button and you will return to the "Fleet Renewal" page.

## STEP 4: Update Units (if Necessary)

See the vehicles (units) listed under the Units heading. If you need to add a unit, click the [Add Unit](#) link.

1. The “Adding a New Unit...” page appears. Proceed as follows:
2. Select an existing weight group  or click the [Create a New Weight Group](#) link. (See Step 3 above).
3. Enter all unit information in the text boxes  note required fields prefaced by the ‘\*’.
4. Click the  button.
5. When you’re finished adding units, click the  button on the screen header and you will return to the “Fleet Renewal” page.

## STEP 5: Calculate Fees.

1. Click [Calculate Fees](#). The “Fleet Renewal – Fee Summary...” page will be displayed.
2. You may see the message: **Unable to continue. Required materials are missing.** Click the [View required materials](#) link. A page will be displayed with instructions on how to proceed.

3. If there are no required materials missing, click the **Continue** button. The "Confirm Filing Submission..." page will be displayed.
4. Click the **File Application** button. The "Payment Options..." page will be displayed.
5. If paying by check, send your check to the TxDOT regional address listed. Once your check is received, you will be able to print your cab cards.
6. If paying by electronic check, enter your payment information .
7. Select a shipment method for plates and cab cards.
8. Click the **Apply** button.
9. The "Payment Received..." page will be displayed. Click the [View Shipment Details](#) link.
10. The "Shipment Details..." page will be displayed. Click the [Perm](#) or [Temp](#) link to view your cab cards.

Questions about TxIRP? Call TxDOT at **512-374-5250**.



**The Texas Department of Transportation is working to reduce congestion; eliminate unsafe conditions; expand economic opportunity; improve air quality; and increase the value of transportation assets.**

The International Registration Plan is part of the TxDOT Vehicle Titles and Registration Division.

**[www.txdot.gov](http://www.txdot.gov)**

For questions or more information call 512-374-5250 or e-mail us at [txirp@dot.state.tx.us](mailto:txirp@dot.state.tx.us)



***Texas Department of Transportation***